

# California Housing Finance Agency Job Opportunity

## Office Assistant (General)

Salary Range	\$1938 - 2641
Final File Date	Until Filled
Unit	Business Services Unit <i>Note this Unit on the front of your application.</i>
Specific Location	12 <sup>th</sup> & L Streets, Downtown Sacramento
<b>Tenure &amp; Timebase</b>	Permanent & Full-time
Number of Positions	One
Travel	None
Questions?	Carol LiVecchi 916-327-5172 or clivecchi@calhfa.ca.gov
Who Should Apply	Individuals who are currently in this classification, eligible for lateral transfer or have list eligibility. Applications will be screened and only those that best meet the requirements of the job will be considered. <i>Appointment is subject to the provisions of SROA.</i>
How to Apply	Submit a standard State application form (resume may be attached) to: Carol LiVecchi California Housing Finance Agency P.O. Box 4034 Sacramento, CA 95812-4034 <i>Note on the front of your application that you're applying for the Office Assistant (General) position in the Business Services Unit.</i>
Duties	<p>Under the close supervision of the Business Services Manager, the incumbent performs a variety of office work consistent with Business Services duties. Specific duties include:</p> <p><u>Essential Functions:</u></p> <p>65% Receive and route interoffice mail, U.S. mail, and special deliveries including UPS, Federal Express and Airborne Express; prepare outgoing mail and special deliveries, operate and maintain postage meter and log. Responsible for preparing memo requesting funds to cover postage costs.</p> <p>10% Assist with Records Management, including methods to use, maintain, retain, preserve, and dispose of state records. Assist with logging and transfer of Agency records to contractor; retrieving older records from the State Records Center (SRC); maintaining supplies of Agency record archive materials; and removal of confidential information to be shredded.</p> <p>10% Assist in moving furniture and other heavy office equipment and supplies.</p> <p>5% Perform internal reproduction services and mass mailings. Maintain inventory of departmental logo stationary (letterhead/envelopes etc.)</p> <p>5% Understand and follow laws, regulations and policies which govern assigned work. Develop, implement and maintain desk procedures for assigned work.</p> <p><u>Marginal Functions:</u></p> <p>5% Performs other duties as required.</p> <p><i>Equal Opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, or sexual orientation.</i></p> <p><i>It is the objective of the State of California to achieve a drug-free state workplace. Any applicant for State employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing civil service, and the special trust placed in public servants.</i></p>
Special Requirements	Special Requirement: Ability to lift, carry and/or maneuver up to 50 pounds on a regular basis and up to 125 pounds on a periodic basis.
1/25/2006	